

GSA BULLETIN FPMR B-
ARCHIVES AND RECORDS

TO: Heads of Federal Agencies

SUBJECT: Disposition of Records

1. PURPOSE. This bulletin amplifies standards governing the management of records disposition, including the retention and destruction of records and the transfer of records to Federal Records Centers (FRCs).
2. EXPIRATION DATE. This bulletin contains information of a continuing nature and will remain in effect until cancelled.
3. BACKGROUND.
 - a. FPMR 101-11.4 requires that each agency formulate a records control schedule listing records disposable after varying periods as approved by the Archivist of the United States. It requires that permanent records, as formally designated by the National Archives and Records Service (NARS), be included. Also, good records management dictates that the following be covered in such a schedule:
 - (1) Provision for periodic files breaks.
 - (2) Provision for periodic transfers of records to a Federal Records Center.
 - b. Approval by NARS of an agency records control schedule that may include records designated by an agency unilaterally, in such terms as "permanent," "retain," "indefinite," or "do not destroy," does not constitute formal determination as permanent records. Only those records which have been determined by NARS to have sufficient historical

or other values to warrant continued preservation by the Government are permanent records. Such determinations take the form of approved records retention plans or approved agency offers to transfer records to the National Archives.

c. An approved records retention plan requires appropriate revision of a records control schedule (see FPMR 101-11.403-4(b)). This entails designation of specific series for permanent retention in accordance with the plan.

d. Agencies are transferring to FRCs an increasing volume of "unscheduled" records, i.e. those records which have not been formally appraised by the National Archives as being permanent or disposable. Efficient records center management requires that transferred records be properly scheduled so that optimum use can be made of limited space, facilities, and personnel.

4. REQUIRED PROCEDURES.

a. Federal Records Centers will no longer routinely accept unscheduled records, or records not in process of being appraised by NARS for inclusion in agency records control schedules.

b. The following procedures will apply for transfer of records to FRCs:

- (1) Agencies will normally send a completed Standard Form 135, Records Transmittal and Receipt, in advance of a records shipment.

- (2) For records which are scheduled for disposal, agencies will note in item 14 of the SF 135, the applicable citation from one of its own schedules or a General Records Schedule.
- (3) For records which have formally been declared to have archival value (permanent), an offer should be made to the National Archives after administrative value ceases.
- (4) For records which are unscheduled, FRCs will accept transfers only upon certification in item 14 of SF 135 that steps are being taken to schedule them for retention or disposal. This certification will state very briefly what steps are being taken, and the estimated date of completion. Those steps should culminate in the preparation and submission to the National Archives of a Standard Form 115, Request for Disposal of Records.
- (5) If there is a large quantity of unscheduled records which an agency deems valuable, it should formally request NARS to prepare a records retention plan.

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